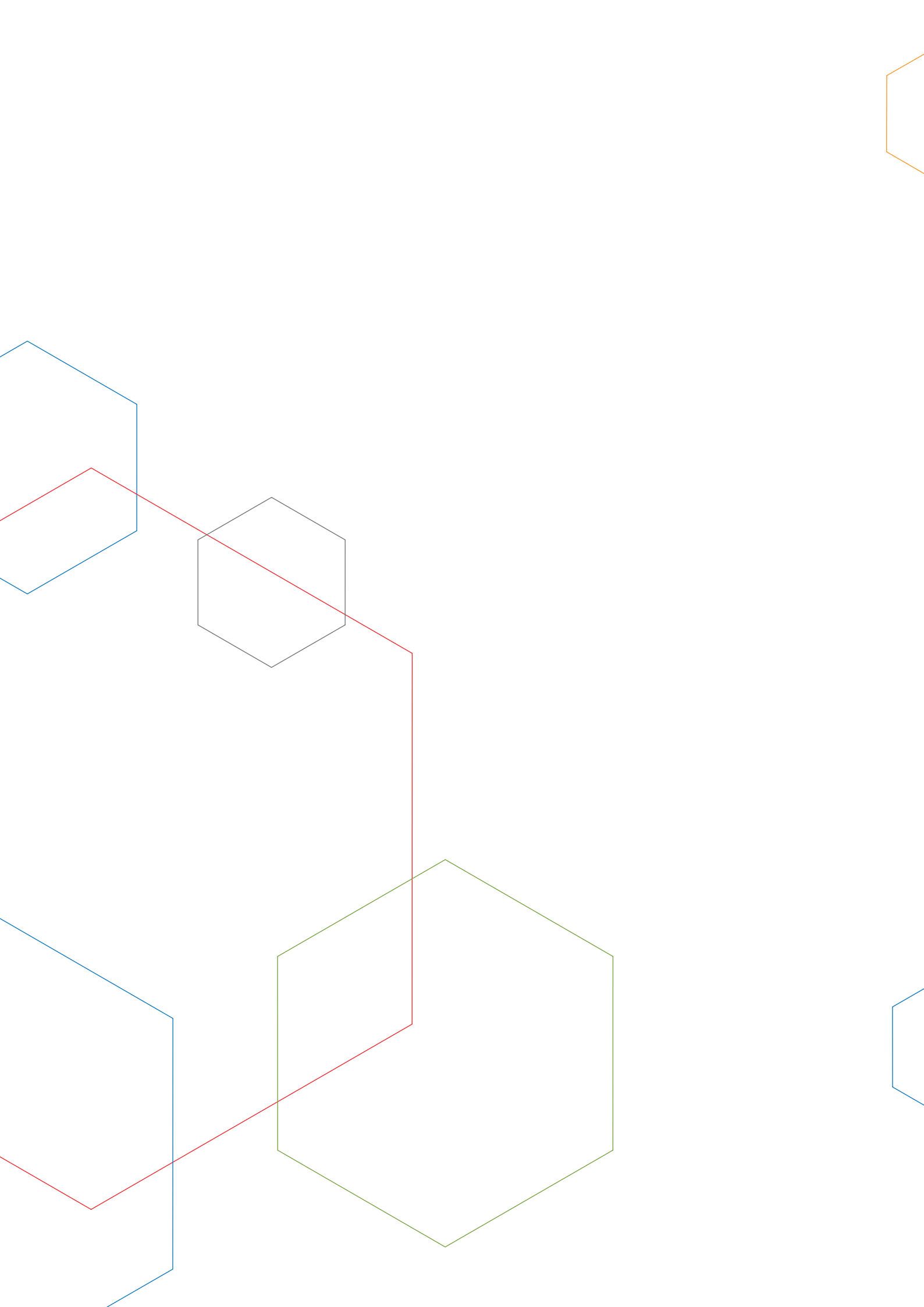


# A Guide for the Establishment and Maintenance of ISSUP National Chapters







# Welcome to ISSUP

This document contains information about ISSUP's National Chapters including information about what is required for establishing a National Chapter.

We hope it provides enough information, but in an accessible and user-friendly way, to inform readers about what is involved in applying for and operating as an ISSUP National Chapter.

ISSUP (Global) is working internationally to encourage and support evidence-based, high quality and ethical drug demand reduction and to help towards the professionalisation of the workforce operating in the drug demand reduction field.

We welcome your interest and should you require more information, please do not hesitate to email us at [nationalchapter@issup.net](mailto:nationalchapter@issup.net)



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Chief Executive  
International Society of Substance Use Professionals (ISSUP)

**[www.issup.net](http://www.issup.net)**





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# 1. What is ISSUP?

The International Society of Substance Use Prevention and Treatment Professionals (ISSUP) is a unique international membership non-government organisation. Its work is focussed on Drug Demand Reduction - substance use prevention, treatment and recovery.

Fundamental to ISSUP is its role as the focal point for the establishment of evidence-based, high quality and ethical policy and practice in the field of drug demand reduction and to promote the professionalisation of the prevention, treatment and recovery workforce.

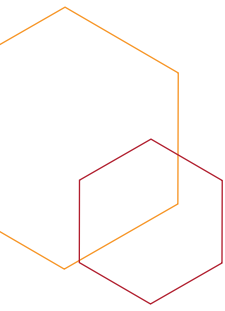
ISSUP has three main strands for achieving these objectives:

- The ISSUP website ([www.issup.net](http://www.issup.net)); social media; and other digital and virtual contributions
- International and regional training events/conferences/workshops
- Establishment, management and support of ISSUP National Chapters

The unique website and related social media marketing and digital activities provide news, research, events, sharing opportunities, networking, access to training, and other vital information and membership benefits.

ISSUP's "events" uniquely reflect the collaboration and inputs with other international agencies and offer training, workshops and plenary contributions among the regular international and regional activities.

The third "unique" area of provision are the ISSUP National Chapters to promote ISSUP's mission and vision at the national and local level and to encourage networking, information sharing and training opportunities within and across different countries.

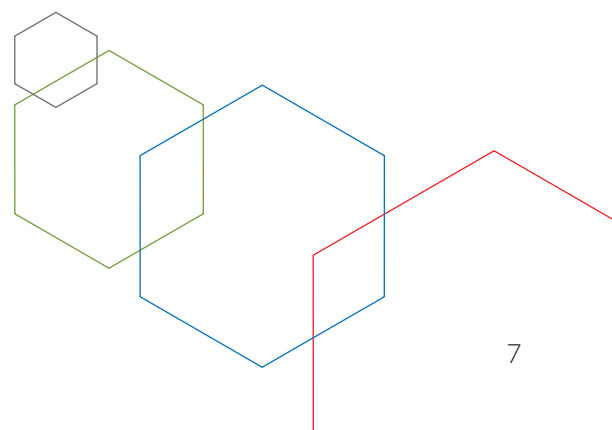
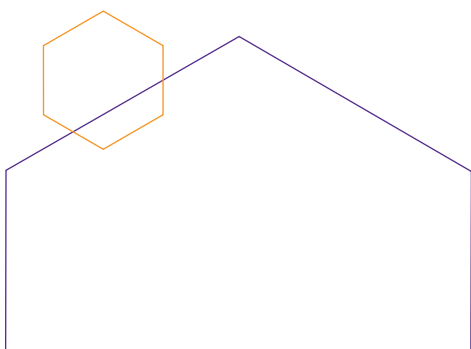


ISSUP was initiated in 2015 by the US Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL) in consultation with the African Union Commission, Organisation of American States/Inter-American Drug Abuse Control Commission (OAS/CICAD), Colombo Plan, the United Nations Office on Drugs and Crime (UNODC) and the World Health Organisation (WHO).

The International Society of Substance Use Prevention and Treatment Professionals is a company limited by guarantee, registered in England and Wales at Acre House, 11-15 William Road, London, NW1 3ER. Company number 09980630. It has international staff supported by paid and voluntary consultants. ISSUP is governed by a group of International Directors with vast experience of the substance use field at both the policy and practice levels.

ISSUP is a membership organisation and encourages all who are interested in its objectives to join (free of charge).

Please ensure you learn more about ISSUP's work by referring to its website – [www.issup.net](http://www.issup.net)



## 2. What is an ISSUP National Chapter?

A National Chapter is a unique and multidisciplinary organisation undertaking the work and role of ISSUP ([www.issup.net](http://www.issup.net)) at a national level.

- It will establish ISSUP's presence for drug demand reduction - substance use prevention, treatment and recovery within a country.
- It is managed and given technical support by ISSUP at the International level (ISSUP Global).
- A National Chapter can operate through the work of a credible organisation in its country, referred to as the "host" organisation.
- Occasionally, a National Chapter is a new individual organisation or an organisation operated through a country's government.
- A National Chapter operates according to the mission and vision of ISSUP (Global) to achieve a high quality, evidence-based, ethical and professional workforce working in the field of drug demand reduction – prevention, treatment and recovery.
- It is a membership organisation seeking to attract members from students through to professionals who can then access and take advantage of what the National Chapter provides.



- It undertakes its role in a range of ways including:
  - ⬡ Building a network of organisations and individuals working or having an interest in drug demand reduction or related fields eg health, education.
  - ⬡ Providing a website that provides information on relevant work and activities in the field within its country alongside access to international networks, research, news, events etc.
  - ⬡ Information on its work and drug demand reduction through social media.
  - ⬡ Access to international networks for information and comment on a range of pertinent issues.
  - ⬡ Training input and/or advice for those seeking professional development in the drug demand reduction field.
  - ⬡ Access to a regional operation of National Chapters and to ISSUP Global.
  - ⬡ Events/Conferences to bring relevant international organisations, professionals and other National Chapters and their members together to address key issues in drug demand reduction.
- An ISSUP National Chapter is established through ISSUP Global and operates according to an agreed understanding with respect to its roles and responsibilities.
- At the time of writing<sup>1</sup>, ISSUP has 19 established National Chapters operating within 4 regions:

**Africa:** Kenya, Nigeria, Togo, South Africa and Uganda

**Asia:** Afghanistan, India, Indonesia, Pakistan, Philippines

**Europe - Middle East:** Italy, Kazakhstan, Lebanon, United Arab Emirates, Ukraine

**Latin America:** Argentina, Brazil, Chile, Mexico

For further information please contact: [nationalchapter@issup.net](mailto:nationalchapter@issup.net)

<sup>1</sup>Correct as at May 2020

### 3. Criteria for Establishing a National Chapter

In order to be considered for becoming a National Chapter the following criteria needs to be met.

**The Applicant must:**

- Be linked to a supportive host organisation that will be willing to support the establishment and operation of a National Chapter within its overall operation

*or*

Show their capability to establish a National Chapter and be able to operate without a host organisation but able to meet the remaining criteria

- Be able to illustrate it is able to operate or is working within a host organisation that can provide:
  - A credible and reputable organisation working in the field of, or related to, drug demand reduction.
  - Show positive links with other organisations and institutions working in the field.
  - Positive relationships with the government and/or other international organisations working in the drug demand reduction field.
  - An ethical operation in policy and practice.
  - Commitment to high quality, ethical, evidence-based policy and practice and the professionalisation of the drug demand reduction workforce.

- ◆ Indicate how the Chapter will be managed, governed and be accountable.
- ◆ Be able to operate a National Chapter website.
- ◆ Be in a position and able to build a membership operation.
- ◆ Be willing and able to work with ISSUP Global in its operation which will involve regular virtual meetings and calls as well as regular reporting on activity.
- ◆ Illustrate its ability to host a local, national or regional event or conference within the country.
- ◆ Be willing and able to operate high quality training or in a position to have trained trainers accessible to support and undertake high quality training.
- ◆ Be prepared to follow the process required by ISSUP Global for its possible establishment
- ◆ Have competence in speaking and communicating in English within its staff.
- ◆ Once established, the Chapter must be able to undertake the roles and responsibilities of a National Chapter and operate according to the document that will be signed by ISSUP Global and a National Chapter.

## 4. Application Process for Establishing a National Chapter

Due to ISSUP's wish to ensure quality in terms of the establishment and operation of a National Chapter and the ability to offer appropriate help and support, a significant process has to be followed in establishing new Chapters.

This process aims to ensure ISSUP has identified it is partnering with the most appropriate organisation in the country who will operate as a National Chapter. This is not a reflection on other organisations who may make the initial enquiry or apply. It is a process that is in place to achieve the best way forward for ISSUP and other applicant organisations.

This process of establishing a National Chapter also allows ISSUP to identify if the applicant and where relevant, its "host" organisation, can meet the criteria outlined in the document "Criteria for Establishing a National Chapter".

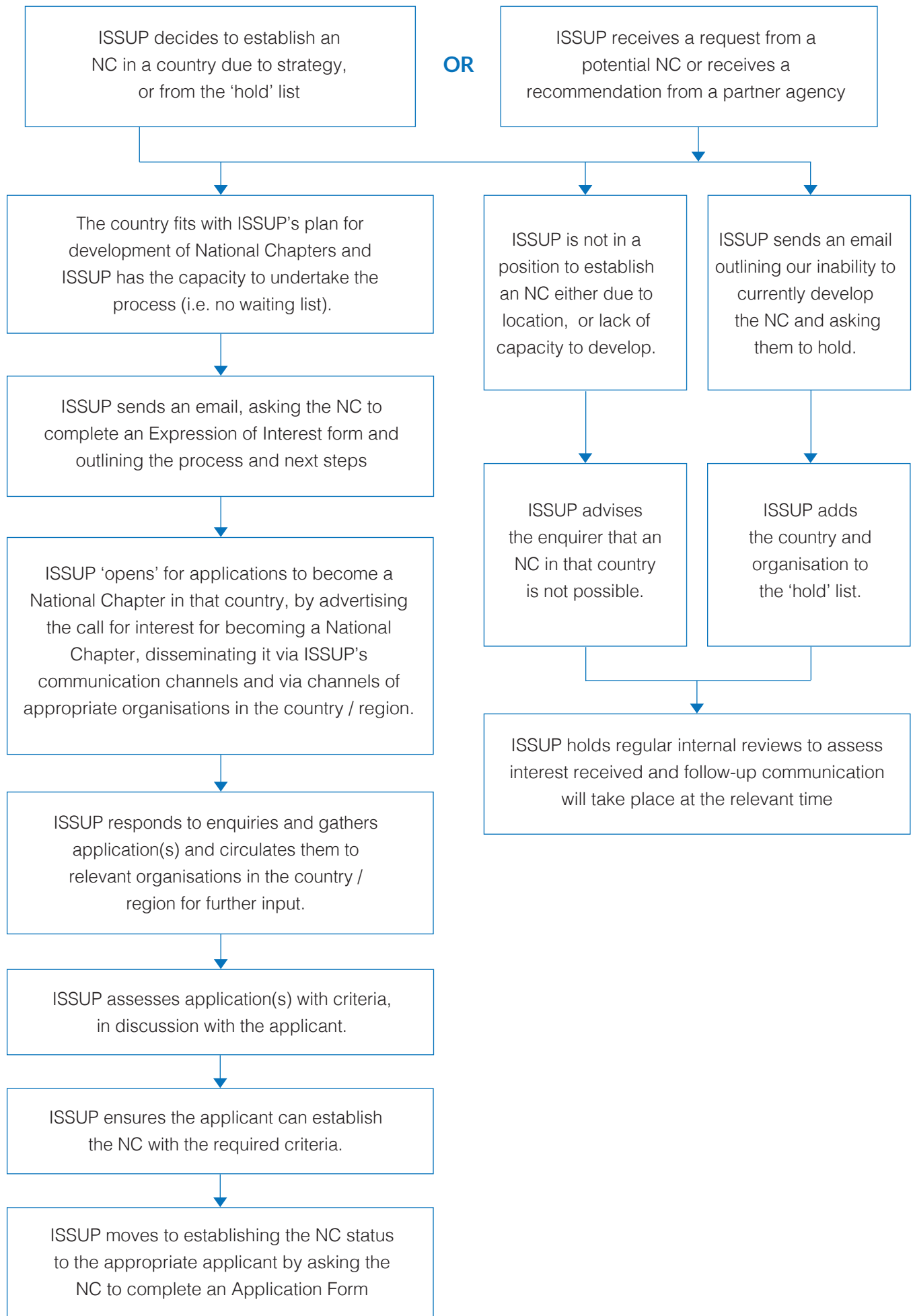
The process that operates is as the diagram opposite.

**Next Steps** on being accepted as a potential new National Chapter:

The proposed new Chapter will be asked to provide:

- ⬡ A Registration Document to identify the Governance and Management of the proposed National Chapter
- ⬡ A Work Plan for the ensuing year
- ⬡ A "Launch Event" proposal
- ⬡ Provision of the initial website text for the National Chapter
- ⬡ Signing of a document outlining the roles and responsibilities of the proposed Chapter
- ⬡ Countersigning and establishment of the new National Chapter

## Application Process



## 5. Funding a National Chapter

Obtaining the necessary funds for establishing, running and sustaining an organisation is an ongoing challenge for all who work in the NGO/not-for-profit sector. The situation is no different for ISSUP, at both the Global level and for those operating as a National Chapter.

This summary offers a few thoughts on the issue of funding for a National Chapter. It does not provide quick and easy solutions. Funding is a major challenge requiring hard work. It can often be best solved at the local level. International Organisations or ISSUP Global should not be seen as the funding solution. A lot of hard work will be needed from the National Chapter and from the host organisation.

ISSUP Global is currently funded by the Colombo Plan Drug Advisory Programme through the US Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL). However, this source will not last forever and ISSUP Global is seeking to extend its sources of funding to ensure its sustainability. This necessitates the investment of funds to make this possible and to identify expertise and ways to help secure new sources for support. Of course, voluntary support is also a vital pathway to explore and can provide a very important source of expertise in helping an ISSUP National Chapter to pursue its objectives. This avenue will also be explored by ISSUP Global.

For establishing and operating an ISSUP National Chapter, funds are perhaps the major challenge alongside having the necessary staff commitment and expertise. For the National Chapter, start-up may be easier if the "host" organisation is able to invest in its role. That said, this factor should not be taken for granted as funds will be required for the National Chapter as well as the host in the undertaking and development of its work. The potential does exist, however, for the host and National Chapter designations to work in partnership in its fundraising efforts. Furthermore, an established and credible host may have both the experience and reputation to make fundraising a little easier.

The following provides some information about funding for ISSUP National Chapters:

1. The current situation is that, while ISSUP is a membership organisation, it is not acceptable for ISSUP Global to raise funds by charging a membership fee. However National Chapters may charge for membership as long as the charge is reasonable and equitable and does not inhibit a broad and engaged membership.
2. There is a need to ensure that funds raised are not contravening ISSUP's policy of acceptable sources of funding, or not be regarded in any way ethically questionable. (Appendix: Relationship Risk Management for ISSUP's Ethical Funding Policy)

3. ISSUP Global, via the ISSUP National Chapter Representative, should be notified of any potential funding sources for the National Chapter and reserves the right to reject the proposed source as unacceptable to ISSUP's reputation.

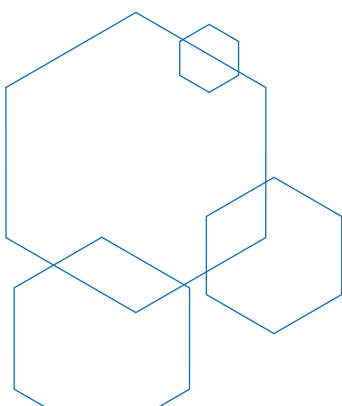
4. There is a range of advice on possible sources of funding and a range of advice with a lot of material accessible to help with guidance and direction on matters of funding. Many websites and numerous books exist on the subject. There are also a number of professional fundraisers who have particular expertise and experience who can be employed or act as consultants to address this need. However, these can be costly and it is necessary to feel confident that any costs involved in recruiting fundraisers show a significant return above the employment costs involved.

5. The host organisations of the National Chapters will usually have the knowledge, expertise and experience about the best possible potential sources of income for their ISSUP operation locally and nationally. There is no one solution to this and a range of alternative sources should be identified and investigated.

6. Seven key ways of raising funds are through:

- Government – national and/or local
- Trusts and Foundations: national and international
- Business sponsors/supporters
- Private investors/philanthropists
- International organisation support
- Fundraising activities
- Professional activities

Each of the options above need to be considered and researched. There will be different possibilities and outcomes according to the country, specific location and the particular needs and interests of the local and national community. The needs, terms and conditions as well as availability of the potential funder are also a crucial consideration. What is in it for them? This is a key question when thinking of possible funders!



#### a) **Government**

Financial help from the Government is becoming increasingly difficult to obtain as funding is usually very tight at the national and local community level. However, the issue of substance use can be a high priority for government. It is an international issue that has an impact at the national level. It also often has a particular impact on specific local communities. Support from Governments will require the National ISSUP Chapter to be seen as:

- Known and credible (having good personal and / or professional contacts always helps!)
- Supportive (collaborating with Government even if their policy and practice requires “improvement”)
- Offering solutions, or at least a necessary contribution, to finding solutions
- Providing a viable and necessary service to the country or locality
- A range of possible government routes for funding at the national and local level will also need to be explored; the appropriate people and application processes identified; and for any action to be undertaken properly.

#### b) **Trusts and Foundations: National and International**

There are many national and international trusts and foundations and other grant-administering bodies that can be considered as possible funders. However, considerable research is required to identify which offer real possibilities for support. This route for potential support needs to be addressed having carefully reviewed the causes supported by a particular trust, foundation or grant-provider.

The cause supported may not involve substance use per se, but could be identified as part of a broader field of related support services such as youth work, education or health. The other reality is that these sources are viewed by many organisations as their potential source of support. You may be one among thousands looking for a slice of the same cake. Before applying, detailed consideration of the terms of the potential fund provider is required. The application process and timelines are also essential matters to address. It will take time, research and a lot of hard work to put an application together, as well as resilience to take the knock backs when applications are rejected.

#### c) **Business Sponsors/Supporters**

Businesses can be very helpful in their support of not-for-profit organisations. This ranges from local small businesses wanting to be viewed as making a contribution as a corporate and socially responsible enterprise, to multi-national companies who are willing to commit support in cash or kind to support worthy initiatives and organisations. Many have their own policies for what they will support. Once again research is required to identify the potential and possibilities; to develop good personal relationships; to communicate the ISSUP cause effectively; and to develop a clear strategy and plan for how to build a relationship that could lead to help and support.



Think particularly of the benefits you/ISSUP can offer to the potential supporter – what is in it for them? Consider, too, the different ways that support can be supplied. It could be through offering particular expertise to support your work and, therefore, be help in kind rather than cash. You may also wish to consider ways in which employees of the business being approached can become involved and benefit from their involvement and for which there might be a financial return. Is there anything you can offer to the business for which you can gain some financial return?

#### **d) Private Investors/Philanthropists**

There are, of course, many well-meaning and wealthy philanthropists who can provide support. They are often linked to a specific trust or business. This indicates the need to undertake thorough research into possible individuals who might be approached. It will involve identifying the appropriate way of contacting them and fully understanding what they want to support and their motivation for doing this. Substance use affects many individuals and their families and there is often a response that offers help and support from those who experience the problems that drugs can cause.

#### **e) International Organisation Support**

It is natural to see international organisations, such as the United Nations Organisations, as a potential source of financial support. However, the reality is that they are often in need of finances themselves and are under tight restrictions as to how they disperse any funds they may have. They are usually very interested and supportive as reflected in the number of International Organisations endorsing ISSUP's work and acting as observers to the ISSUP Board. It will always be useful to seek their involvement and support at the regional or local level, but be pleasantly surprised if they are able to support with funds.

#### **f) Fundraising Activities**

At the local level, one very realistic approach to gaining financial support is to undertake your own fundraising activities. This may not raise significant amounts but does raise the profile of ISSUP and its work and can profitably involve the local community. This, in turn, can lead to further voluntary input and support. There are a range of activities that can be considered. These include sponsored events such as running or swimming events, local “boot sales” and selling refreshments at sports events. This is a job for the local ISSUP fundraising committee!

#### **g) Professional Activities**

The National Chapter may become a credible and active source of professional support and provide a range of contributions to its country and communities. This could include training events, production of local resource material and other relevant professional contributions. These services could provide revenue by charging for what is provided. It will be vital that what the National Chapter provides is based on the ISSUP principles and communicated to ISSUP Global beforehand.

## 6. ISSUP Relationship and Ethical Funding Policy

ISSUP recognises it is important to have a policy in place to guide decision making about entering into partnerships or collaboration with other organisations. This is particularly true when the issue of requesting or accepting funding is considered.

The process outlined below is one that should be applied by all ISSUP operations at both the national and international level. If the outcome is unclear at the National level, the National Chapters should communicate the potential risk/collaboration/partnership identified to ISSUP Global. The review process will then be reviewed and discussed in collaboration.

Where there is a difference of opinion between the National Chapter and ISSUP Global, the final decision will be that proposed by the ISSUP Global Board of Directors.

There are many issues to consider in respect to these matters of collaboration, partnerships and funding. Furthermore, there is not one simple answer to cover all situations that could be encountered.

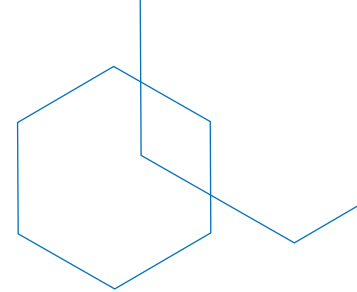
It is difficult, and not necessarily desirable, to reach a policy statement to cover all situations and all potential partnerships and relationships, including funding. Each potential partnership, relationship, collaboration, or funding potential should be considered on its own merits and reviewed following the process described below. Using this process, risk can be considered and potential benefits can be weighed against those risks.

### **The Process**

Relationship / Funding Provider Under Consideration: eg. Alcohol Producer

#### **A. What risks should be considered?**

1. Strategic risk. What would be the risk/impact to what ISSUP stands for? Does it compromise its mission and objectives? Would it damage strategic relationships with other key partners and organisations, including government and current funders?
2. Reputational risk. Would it damage ISSUP's image and standing? The value of this is hard to quantify but is nonetheless significant. Once damaged, a reputation can be hard to repair or re-establish and all credibility could be lost. ISSUP assets have to be protected.
3. Financial risk. Would the proposed relationship threaten ISSUP in terms of asking it to risk its existing resources or, linking to the above, risk existing or anticipated funding?
4. Functional risk. Does the relationship risk affect ISSUP's continued good management and operation? This may include impact on ISSUP staff. It could also be a collaboration



where ISSUP are expected to engage in activities beyond its skill set. Can the outcome proposed from the relationship be achieved?

5. Political risk. There are links to strategic risk here, but over identification with one group or association is a risk as the political environment is liable to change.

6. Legal risk. There is the need to ensure all legal ramifications are considered. For example, would it mean a challenge to ISSUP's proposed charitable application and status?

#### **B. What are/could be the benefits?**

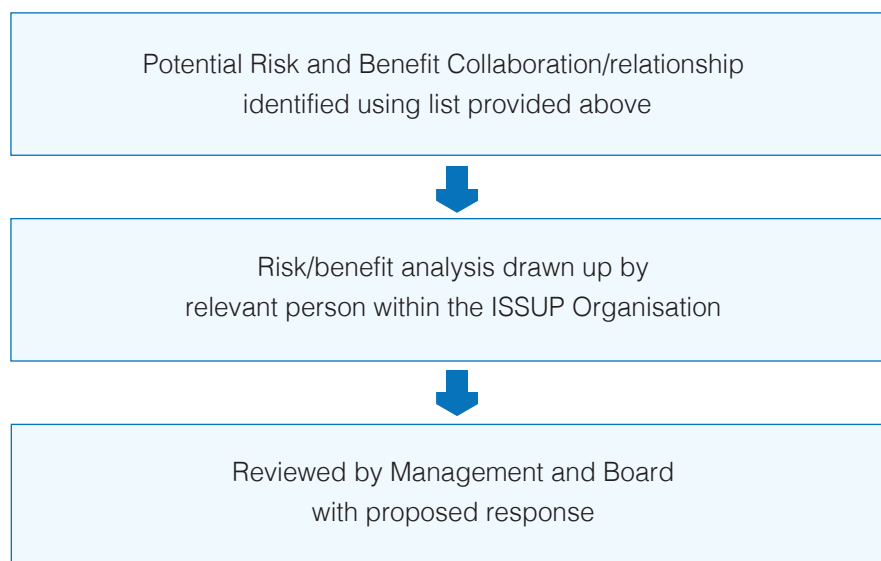
Benefits then need to be considered and quantified according to the key risks areas outlined above (substitute "risk" with "benefit", eg what would be the reputational benefit? Etc).

#### **Steps to Follow**

**Potential funder or Relationship identified**

**Followed by**

**Benefit – Harm Review Process**



Recommendation communicated for approval  
at National and possibly International level

## 7. ISSUP: A Code of Ethics for Drug Demand Reduction

### Ethical Principles for working in the substance use prevention and treatment field

It is important that the research, policy and practice that is undertaken in the field of substance use prevention and treatment should be undertaken within an international framework of ethical principles to guide all aspects of the work.

Ethical questions arise on a variety of levels, starting from the justification of drug prevention work itself. Professionals should not assume that drug prevention and treatment activities are per definition ethical and beneficial for its participants.

ISSUP is in the process of refining its own code of ethics but currently see the following as relevant to its ethical practice. They are adapted from the European Drug Prevention.

Quality Standards Phases I and II. They offer ethical principles that could be seen as applicable to all aspects of substance use prevention and treatment related activity. This should:

- Adhere to legal requirements
- Develop and deliver activities that are supported by high quality research evidence
- Respect participants' rights and autonomy (eg. as defined in international frameworks on human rights and the rights of children)
- Provide real benefits for participants
- Cause no harm or disadvantages for participants (eg. iatrogenic effects, illness or injury, exclusion, stigma)
- Provide transparent, truthful and comprehensive information
- Understand the implications and practicalities of obtaining consent from participants
- Respect the confidentiality of participant data
- Tailor the intervention to participants' needs as appropriate
- Involve participants as partners in the development, implementation, and evaluation of any activity
- Protect participants' and staff members' health and safety.

See The European Prevention Standards Partnership (2015) EDPQS Prevention Position Paper: Defining "drug prevention" and "quality". Liverpool: Centre for Public Health. Brotherhood A & Sumnall HR (2011) European drug prevention quality standards: a manual for prevention professionals. European Monitoring Centre for Drugs and Drug Addiction, Manual 7. Luxembourg: Publications Office of the European Union.

The second point of reference for ISSUP's code of ethics is from **The Federation of Drug and Alcohol Professionals**, based in the UK. It offers helpful guidance on this matter of ethics and professional practice for those active in the drugs field. It states:

Drug and alcohol practitioners provide a wide range of substance misuse related services including: education and prevention; services to people with drug and alcohol problems; services to those affected by drug and alcohol use; and professional services to other practitioners. This Code of Practice covers all such activities.

## General

- Drug and alcohol practitioners seek to help reduce the damage caused by substance misuse to users themselves, those close to them and the wider community, and this goal should guide their work at all times.
- Drug and alcohol practitioners should act in a professional and responsible way at all times. They should be honest and fair in their professional dealings, act with integrity, be conscientious, careful and thorough in their work, and take account of their obligations under the law and to the wider public interest.
- Practitioners must at all times respect the rights, dignity and interests of their clients. They should treat all clients equitably, and must not discriminate on grounds of lifestyle, gender, age, disability, race, sexuality, religion, beliefs, culture, ethnicity, or financial or social status against clients, colleagues, or anyone else with whom they have dealings in the course of their work.
- In making statements to clients, other professionals and the general public, practitioners should recognise the difference between fact and opinion, acknowledge where professional opinions differ, and state as fact only what has been empirically validated as such.
- Practitioners should ensure that their work is adequately covered by insurance for professional indemnity and liability, whether through their employer or independently.

## Service Provision

- Any service provided by a practitioner should be based on an assessment of the individual's need, and take account of the practitioner's professional responsibilities and the relevant evidence base on effective practice.
- Treatment services should be based on a treatment plan, drawn up in consultation with the client concerned.
- Practitioners should provide a service only where they feel that it would, taking account of their professional responsibilities, be appropriate for them to do so, and should ensure that those concerned are aware of any alternative options open to them.
- Practitioners who receive payment or other benefits from service providers for advising people about, or referring them to, their services must make this clear to all concerned and not allow their own financial interests to compromise their wider professional responsibilities.
- Where a practitioner feels it would be inappropriate for them to provide a service they should take all reasonable steps to help find a suitable alternative where appropriate.

## Professional competence

- Practitioners should keep their knowledge and skills up-to-date. They should not attempt to work beyond their competence.
- Practitioners should take care to present their qualifications and experience accurately and to avoid them being misrepresented.
- Practitioners should refrain from practice when their ability to act professionally is impaired as a result of a psychological or physical condition, eg an on-going or recent alcohol or drug related problem, illness, personal stress etc. Where a practitioner is under any doubt on this they should seek the guidance of their supervisor and should notify their supervisor and employer of any recent or on-going drug or alcohol problem.
- Except for medication taken under direction of a doctor, practitioners should not take any mood altering substance, including alcohol, prior to, or while carrying out, their work. Practitioners should never practise while their competence is impaired by the use of any mood altering substance.

## Consent

- Before providing a service, practitioners should secure the informed consent of the person concerned (or their legal representatives) - and must take all reasonable steps to ensure that the nature of the service, and anticipated consequences, are adequately understood.
- Written consent must always be secured for a person's involvement in research - and information about the purpose or nature of a research study should be withheld only where this is approved by an appropriately constituted ethical committee made up of other practitioners and lay representatives.
- Practitioners must recognise that in some situations a person's capacity to give valid consent may be diminished and should take this into account before agreeing to provide a service,
- Practitioners must never use any form of coercion to obtain consent.
- Practitioners must not make false or exaggerated claims about the effectiveness of the services they are providing, nor should they ascribe unusual powers to themselves.
- If conditions are imposed upon the continuation of a service, they must have the approval of a senior colleague or supervisor and be considered to be clearly consistent with the practitioner's professional responsibilities. Such conditions must always be clearly explained to the client.
- Practitioners must recognise and uphold a client's right to withdraw consent at any time.

## Confidentiality

- Personally identifiable information about clients should normally be disclosed to others only with the valid informed consent of the person concerned (or their legal representatives) - and the boundaries and limits of confidentiality should be explained clearly before any service is provided.
- Where a practitioner holds a sincere belief that a client poses a serious risk of harm to themselves or others, or where obliged by law, a practitioner may be required to disclose personally identifiable information without the client's consent. Before breaking confidentiality, however, practitioners should still seek to secure valid consent for disclosure from the person concerned and should consult with their supervisor or a senior colleague where this is not provided - except where the practitioner judges that any delay this might cause would present a significant risk to life or health, or place the practitioner in contravention of the law.
- Information identifying clients must never be published (for example in an article or book), without their written agreement (or that of their legal representatives).
- All reasonable steps should be taken to ensure that any records relating to clients are kept secure from unauthorised access and the requirements of the Data Protection Act should be complied with at all times.

## Client Relations

- Practitioners must recognise that they hold positions of responsibility and that their clients and those seeking their help will often be in a position of vulnerability.
- Practitioners must not abuse their client's trust in order to gain sexual, emotional, financial or any other kind of personal advantage. Practitioners should not engage in sexual relations, or any other type of sexualised behaviour, with or towards clients.
- Practitioners should exercise considerable caution and consult their supervisor before entering into personal or business relationships with former clients and should expect to be held professionally accountable if the relationship becomes detrimental to the client or to the standing of the profession.
- Practitioners should not carry out an assessment or intervention with, or provide supervision to, someone with whom they have an existing relationship. In the event of a practitioner having an existing relationship with any person who is referred to an agency in which they work, this should be drawn to the attention of the practitioner's line manager and supervisor.
- It is recognised that some practitioners are involved in on-going self-help / peer support groups, and that they may on occasions come in to contact with existing or former clients within this context. Any such contact must be handled carefully. If a practitioner is asked by a former client to act as a 'sponsor' in such a context, the practitioner should seek guidance from their supervisor before agreeing to do so.

## Professional Supervision

- All practitioners should have regular professional supervision, focusing on reviewing, guiding and supporting their practice. If such supervision is not provided by an employer it should be obtained elsewhere.
- Where a practitioner has any serious doubts about how to handle a particular situation, including in relation to this code of practice, they should discuss this with their supervisor / line manager at the earliest opportunity.

## Professional Standards

- Practitioners must disclose to their employer and supervisor any past disciplinary action taken against them by an employer or professional body in relation to unprofessional or unethical conduct.
- Practitioners must not condone, support, conceal or otherwise enable the unethical conduct of colleagues. Where they are aware of, or have good reason to suspect, misconduct on the part of a colleague this should be discussed with the practitioner's own line manager or supervisor and under their guidance should be drawn to the attention of the colleague's line manager, supervisor and/or professional body - taking account of the need to respect clients' rights of confidentiality.
- Practitioners have a duty to explain to clients their rights and options in making a formal complaint about a service they have received, whether the service was provided by the practitioner him/herself or by a fellow practitioner. Practitioners must never attempt to prevent or dissuade a client from making a complaint about a service with which they are dissatisfied.

## 8. National Chapter Website Information

Each National Chapter will be given their own dedicated section on the ISSUP website ([www.issup.net](http://www.issup.net)). The layout for each National Chapter website is uniform across each Chapter and each section includes specific content. Sections are as follows:

- ⬡ About Us
- ⬡ News
- ⬡ Knowledge Share
- ⬡ Networks
- ⬡ Membership
- ⬡ Contact Us

The website is a key part of the process to enable a National Chapter to become formally established and plays a vital part in promoting a National Chapter and sharing knowledge within its own country as well as internationally.

Please refer to the separate 'National Chapters Website Guidelines' document which contains full details, which have been produced to assist National Chapters to develop their website. It explains the layout, the sections that are to be completed and how to upload and edit content.



## 9. National Chapters and Membership

ISSUP is a membership organisation and seeks to build its membership of ISSUP (Global) and the National Chapters.

Those who are interested in becoming members are encouraged to join and complete the membership form which is advertised throughout the ISSUP website and within each of the National Chapter websites.

On clicking the “Apply for membership” link an application form appears for completion by the interested individual. By completing the form they will be considered to become a member of ISSUP Global and the National Chapter of their birth country or country of residence (where one exists).

This application will be sent to the relevant National Chapter who will review and consider their application as a National Chapter member.

There is no membership fee to join ISSUP Global. National Chapters may introduce a small charge to help with their operational costs.

The application form identifies the membership structure which applies to all of ISSUP at the Global and National Chapter level. Applicants should identify which level of membership applies to them in the easy to use application form.

### **ISSUP Membership Structure**

There are 4 levels which are as follows:

1. Regular member
2. Student member
3. Professional member
4. Drug Demand Reduction Professional member

## 1. Regular Member

### Criteria:

- An interested, non-professional applicant (can include volunteers, family members or non-accredited community members)
- Acknowledgment and acceptance of ISSUP's code of ethics.

### Receives:

- Access to relevant online networks
- Learning from the Knowledge Share section of the website
- Ability to share work and experiences with others
- Access to job opportunities from around the world.

## 2. Student member

### Criteria:

- Attending an educational institution (any field) or attending training with drug demand reduction within their field of interest / study
- Acknowledgment and acceptance of ISSUP's code of ethics

### Receives:

- Information provided to support ongoing professional development
- Access to student networks
- Access to early careers network to develop professional standing
- Access to job opportunities
- Learning from the Knowledge Share section of the website
- The opportunity to publish work to the field via the ISSUP website
- Invitation to progress to other levels of provision of documentation on completion of studies.

## 3. Professional Member:

This category is for those that are undertaking a role that makes a contribution to the drug demand reduction field, even if not necessarily a specialist or 100% dedicated to that activity. This includes professions such as:

- Social workers
- Religious leaders
- Medical profession
- Teachers
- Youth workers
- Community workers
- Academics

**Criteria:**

- An interest and/or contribution to drug demand reduction practice, policy or research
- Hold a professional qualification / credential / certification related to their field
- A minimum of 3 years' experience in their role

**Receives:**

- Access to relevant online networks
- Information provided to support ongoing professional development
- Access to job opportunities
- Learning from the Knowledge Share section of the website
- The opportunity to publish work to the field via the ISSUP website

**4. 'Drug Demand Reduction' Professional Member**

This level of membership is for those who have specific qualifications, expertise and experience directly linked to the drug demand reduction field.

**Criteria:**

Applicants should meet one or more of the following criteria:

- A minimum of 5 years significant and relevant experience working in the field of drug demand reduction (Prevention, Treatment or recovery support)
- Demonstrate a specific professional qualification in a field that is directly related to drug demand reduction as one of its fundamental purposes
- Demonstrate completion of internationally recognised training relevant to drug demand reduction
- Hold relevant qualifications/credentials related to substance use disorder prevention, treatment and recovery support

**Receives:**

- Access to relevant online networks
- Information provided to support ongoing professional development
- Access to job opportunities
- Learning from the Knowledge Share section of the website
- The opportunity to publish work to the field via the ISSUP website
- Invitation and member discount to the ISSUP international/Regional/National conferences

Please note that all ISSUP members must accept ISSUP's ethical principles during the application process.

ISSUP also has a Privacy Policy on how we manage member data. This is accessible from the ISSUP website or a copy is available on request.

## 10. National Chapters and Training

One of the ambitions for a National Chapter is for it to become the national focal point for information, advice and support with respect to matters on drug demand reduction. In most cases, this will also involve “delivery” of drug demand reduction through events, conferences and training.

In order to be identified as a formal training provider, a National Chapter, or identified members of its staff or the consultants it uses for its work, will have to meet certain criteria. They can be found on the following links:-

- Becoming a Training Provider:  
[www.issup.net/training/becoming-training-provider](http://www.issup.net/training/becoming-training-provider)
- Training Provider Application:  
[www.issup.net/training/providers/application](http://www.issup.net/training/providers/application)
- Criteria to become a Training Provider:  
[www.issup.net/training/becoming-training-provider/criteria](http://www.issup.net/training/becoming-training-provider/criteria)
- FAQ's: [www.issup.net/training/providers/faq](http://www.issup.net/training/providers/faq)

Many of our current National Chapters already have or use quality trained trainers to provide training under the ISSUP brand.

Much of the focus for training provision has been concerned with the Universal Treatment Curriculum and, to a lesser extent, with the Universal Prevention Curriculum. Of course there is other training using other programmes and resources available and being used by National Chapters. Much of the support for training and training trainers has been through the help, support and input from the Colombo Plan and CICAD who are key partners supporting ISSUP's mission.

There is also a current development of training and access to information and support through online training programmes and through webinars with inputs from experts operating in the drug demand reduction field. ISSUP is very active in offering webinars at the global level and in supporting its National Chapters to be in a position to run their own webinars through ISSUP Global's management. Online provision for training trainers and then training practitioners and policy makers is a focus for development at the current time.

ISSUP National Chapters have also been very active offering conferences and events, often including training. These have often taken place at the national level but ISSUP Global is increasingly working to support such events at the regional level, working in collaboration with other international partners. COVID19 may mean that many of what were face to face events in the past, including training and even conferences, could be offered virtually and with the technical support from ISSUP Global's management.

Training is fundamental to ISSUP's mission to attain a professional workforce that is able to provide ethical, high quality and evidence-based practice and policy. To do this, high-quality trainers are required. ISSUP Global will be working with its National Chapters to ensure that they are able to provide or at least have access to training both for themselves and for the populations they seek to serve.

# 11. Membership to ECOSO and VNGOC

National Chapters are encouraged to become members of ECOSOC, a group of formally established and credible non-government organisations accepted by the United Nations. In summary, ECOSOC is the voice of the NGO sector to the UN system. However, to be in a position to make a formal application for consultative status of ECOSOC, there are certain criteria that have to be addressed and there is a time factor before an organisation can apply for ECOSOC status (see below).

A first step for National Chapters to consider is joining the Vienna Non-Government Organisation Committee (VNGOC). This is a platform for the views of the non-government sector to be shared and communicated to the United Nations Office on Drugs and Crime (UNODC) and heard at the annual Commission on Narcotic Drugs, held each year in Vienna.

The following provides further information on the Vienna NGO Committee which all National Chapters should read and consider.

## What is the Vienna Non-Governmental Organisation Committee on Drugs?

The Vienna Non-Governmental Organisation Committee on Drugs (VNGOC) ([vngoc.org](http://vngoc.org)) was established in 1983 and provides a link between non-governmental organisations (NGOs) and the Vienna-based agencies involved in setting drug policy: the United Nations Commission on Narcotic Drugs (CND), the International Narcotics Control Board (INCB), and the United Nations Office on Drugs and Crime (UNODC).

The VNGOC's purpose is to:

1. Support the activities of NGOs, and promote contacts and collaboration with the relevant international agencies, offices and fora.
2. Promote activities that lead to enhanced communication, cooperation and scientific, cultural and social exchanges between NGOs, UN agencies and member states.
3. Promote increased awareness about issues relating to controlled substances through the dissemination of news and information.
4. Facilitate the representation of NGOs reflecting the broadest possible range of perspectives and groups involved, including affected populations.

The work of the VNGOC is guided by the VNGOC Statutes and Rules of Procedure, which were revised and adopted by the membership in 2017.

## The Importance of Having a Voice in Global Drug Policy

It is important for civil society, meaning non-governmental entities and individuals, to have the ability to advocate for ideas and policies that are meaningful and of interest to them. There must be a strong voice for evidence-based prevention, treatment, and recovery strategies to counter those that believe drug use is a personal choice and that harm reduction is the only answer to the current drug crisis. History, science, and reason tell us that drug use can be prevented; that addiction can be overcome; and that recovery is possible. We must work towards these goals!

## Membership in the VNGOC

### Why Should I Join the VNGOC?

- Maintain and build on NGOs achievements to date
- Be part of a critical mass
- Convey a strong message to UN member states on behalf of Civil Society
- Share best practices with NGOs pursuing different approaches to the drug problem
- Share case studies from their own country and region
- Participate in joint UNODC projects
- Co-sign statements and co-host side events during CND

### How to Join

- Submit the VNGOC application found here  
[vngoc.org/about-the-vngoc/membership/membership-application](http://vngoc.org/about-the-vngoc/membership/membership-application)
- Along with submitting the application form, prospective members are required to maintain a profile with the UN Department of Economic and Social Affairs NGO Database and the NGO Marketplace. You can complete that here,  
[esango.un.org/civilsociety/showNewProfile.do?method=add](http://esango.un.org/civilsociety/showNewProfile.do?method=add)
- Upon membership approval, pay membership dues.

### Cost to Join

#### VNGOC Membership Fee

Each member organisation of the VNGOC is asked to pay an annual membership fee.

In order to calculate your organisation's annual fee, choose the category (and fee) that corresponds to the size of your organisation's prior year total annual revenue from the list below:

1. Under €10,000: no fee, but mandatory completion of the Membership Commitment Form found here  
[vngoc.org/wp-content/uploads/2019/01/VNGOC-Annual-Commitment-Form-2019.doc](http://vngoc.org/wp-content/uploads/2019/01/VNGOC-Annual-Commitment-Form-2019.doc)
2. Between €10,000 and €50,000: €60 fee
3. Between €50,000 and €150,000: €90 fee
4. Over €150,000: €120 fee

## Acknowledgement

Content for this informational document was obtained from the VNGOC website located at [vngoc.org](http://vngoc.org). Retrieved 9 January 2020.

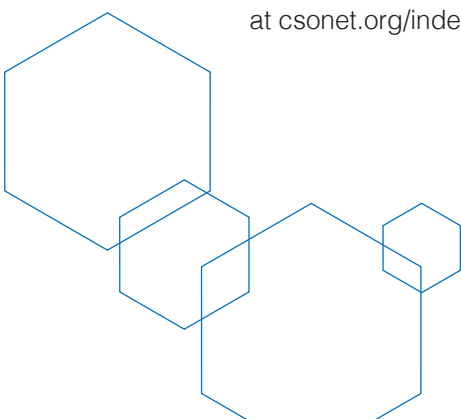
## Basic Facts about ECOSOC Status

Before your organisation decides to apply for consultative status with ECOSOC, please consider the following basic facts.

- Currently, 4,513 NGOs enjoy active consultative status with ECOSOC. See the latest list [here](http://undocs.org/E/2016/INF/5). [undocs.org/E/2016/INF/5](http://undocs.org/E/2016/INF/5)
- There are three types of consultative status: General, Special and Roster. Most new accreditations are in the Special category.
- Consultative status provides NGOs with access to not only ECOSOC, but also to its many subsidiary bodies, to the various human rights mechanisms of the United Nations, ad-hoc processes on small arms, as well as special events organized by the President of the General Assembly. See News and Events for samples.
- ECOSOC accreditation is separate and distinct from NGOs who are associated the UN Department of Public Information (DPI). See list of DPI-associated NGOs [here](#). See website [here](#).
- You can sort and review all NGOs with ECOSOC consultative status in an online database. Access the database [here](#).
- General and special status NGOs are required to submit a 'quadrennial report' every four years. [Learn more](#).
- The Committee on NGOs reviews new applications for consultative status twice a year, in January ('regular session') and in May ('resumed session').
- The Committee does not decide but recommends. These recommendations, contained in one report for the January session and one report for the May session, are reviewed by ECOSOC in April and July respectively. See past reports [here](#).
- In most cases, ECOSOC decides to approve the recommendations. In very rare cases, it does not.
- The deadline for applications is 1 June of the year before the Committee reviews the application.

Choose an option in the left menu to know more, or to start the application process.

Download our new booklet "Working with ECOSOC - an NGOs Guide to Consultative Status" at [csonet.org/index.php?menu=134](http://csonet.org/index.php?menu=134)



## 12. Principles of Good Governance

The following offers some important points of guidance as to what constitutes “good governance” in the operation of a National Chapter. Based on English Charity Law, it is considered that the principles have application to all those organisations operating as a National Chapter.

The following extracts are taken or adapted from the English Charity Commission's document *The Essential Trustee: what you need to know; what you need to do* (CC3). It outlines what is involved in becoming and being a charity or not for profit Company Director.

It provides a summary of what becoming a Board Director of an organisation involves. It provides key principles of what constitutes good governance of an organisation and in particular the role of its Trustees/Directors.

### About this Guidance

This guidance explains the key duties of all Trustees of charities in England and Wales, and what Trustees need to do to carry out these duties competently (*this also applies to international not for profit companies established in England and to their Board Directors, so please read not for profit Company and Board Director where “Charity” and “Trustees” are mentioned*). It has application for all operating as non-government organisations at the national and international level.

Trustees (Directors) of an organisation have independent control over, and legal responsibility for, an organisation's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country involved.

Trusteeship can be rewarding for many reasons - from a sense of making a difference to the organisation's cause, to new experiences and relationships. It is also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your organisation well but also gives you confidence that you will be complying with key requirements of law.

Trustees are expected to take their responsibilities seriously. Using this guidance and ensuring you give sufficient time and attention to your organisation's business will help. It is recognised that most Trustees are volunteers who sometimes make honest mistakes. Trustees are not expected to be perfect - they are expected to do their best to comply with their duties.



## 1. 'Must' and 'Should' - What They Mean

In this guidance:

- *'must' means something is a legal or regulatory requirement or duty that Trustees must comply with.*
- *'should' means something is good practice that the commission expects Trustees to follow and apply to their charity.*

Following the good practice specified in this guidance will help you to run your organisation effectively, avoid difficulties and comply with your legal duties. Consider and decide how best to apply this good practice to your charity's circumstances.

In some cases, you will be unable to comply with your legal duties if you do not follow the good practice. For example:

Your legal duty	It is vital that you
Act in your organisation's best interests	Deal with conflicts of interest
Manage your organisation's resources responsibly	Implement appropriate financial controls Manage risks
Act with reasonable care and skill	Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)

Trustees who act in breach of their legal duties can be held responsible for consequences that follow from such a breach and for any loss the organisation incurs as a result.

## 2. Trustees' Duties at a Glance (a Summary)

This is a summary of Trustees' (Directors'/Members') main responsibilities. You should read this section as a minimum, and ensure you fully understand your responsibilities.

*Are you eligible to become a Trustee/Director?*

- It is normal that someone must be over 18 years of age to become a Trustee.
- You must be properly appointed following the procedures and any restrictions in the organisation's governing document.

*The following normally restrict someone becoming a Trustee:*

- an unspent conviction for an offence involving dishonesty or deception (such as fraud).
- are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor.
- have been removed as a company director or charity trustee because of wrongdoing. There are further restrictions for charities that help children or vulnerable people.

***Ensure your organisation is carrying out its purposes for the public benefit.** You and your co-trustees must make sure that the organisation is carrying out the purposes for which it is set up, and no other purpose. This means you should:*

- ensure you understand the organisation's purposes as set out in its governing document.
- plan what your organisation will do, and what you want it to achieve.
- be able to explain how all of the organisation's activities are intended to further or support its purposes.
- understand how the organisation benefits the public by carrying out its purposes.

*Comply with your organisation's governing document and the law.*

You and your co-trustees must:

- make sure that the organisation complies with its governing document.
- comply with legal requirements and other laws that apply to your organisation.

Act in your organisation's best interests. You must:

- do what you and your co-trustees (and no-one else) decide will best enable the organisation to carry out its purposes.
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- avoid putting yourself in a position where your duty to your organisation conflicts with your personal interests or loyalty to any other person or body.
- not receive any benefit from the organisation unless it is properly authorised and is clearly in the organisation's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

*Manage your organisation's resources responsibly:*

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgment. You and your co-trustees must:

- make sure the organisation's assets are only used to support or carry out its purposes.
- avoid exposing the organisation's assets, beneficiaries or reputation to undue risk.
- not over-committing the organisation.
- take special care when investing or borrowing.
- comply with any restrictions on spending funds or selling land.

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the organisation vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

*Act with reasonable care and skill*

As someone responsible for governing an organisation, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary.
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings.

*Ensure your organisation is accountable*

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your organisation is complying with the law, well run and effective.
- ensure appropriate accountability to members, if your organisation has a membership separate from the trustees.
- ensure accountability within the organisation, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

## 13. Final Key Points to Note!

ISSUP National Chapters will focus on building a national membership of ISSUP with its focus on promoting and supporting evidence-based, high quality, ethical policy and practice in substance use prevention, treatment and recovery and the professionalisation of the country's workforce.

They will help to establish ISSUP's recognition and presence for substance use prevention, treatment and recovery globally and in each National chapter country.

Whilst all the information provided in this booklet is relevant to operating as a National Chapter, the following offers reminders of some key points.

**Each ISSUP National Chapter will aim to include and DO the following within their work plan:**



Build the membership of ISSUP and the Chapter from the broad spectrum of people working in or aspiring to work in drug demand reduction – prevention, treatment and recovery – and seek to inform and support the sharing of news, expertise and knowledge within the membership network.



Undertake work, digitally (eg through the ISSUP website and social media) and practically that bring people together to be trained or supported in spreading evidence-based, high quality, and ethical drug demand reduction policy, practice and research.



Share its actions on its National Chapter website and in reporting about the work that is planned and undertaken.



Build National networks to encourage professional development of those who work in the drug demand reduction field.



Collaborate with other organisations, institutions and governments who share the same aims and principles of ISSUP to support the shared objective of a professional drug demand reduction workforce.



Follow the ISSUP Branding Guidelines and use the ISSUP logo as provided.



Seek to share and communicate regularly with ISSUP Global and other colleagues working under the ISSUP brand.

## National Chapters **DON'T**:

There are many things which National Chapters may consider undertaking once they have been established. However there are 3 key things to remember as “DON'T” once an organisation has National Chapter status:



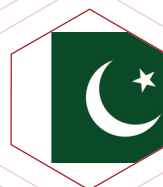
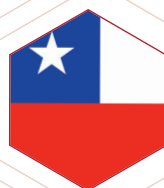
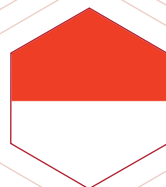
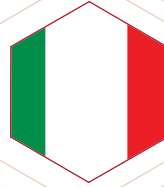
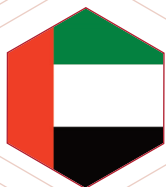
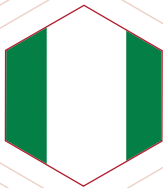
**A National Chapter organisation or its members cannot provide UPC or UTC training** unless it is undertaken by qualified and recognised trainers who have received training themselves in these curricula and have been given “training” status.



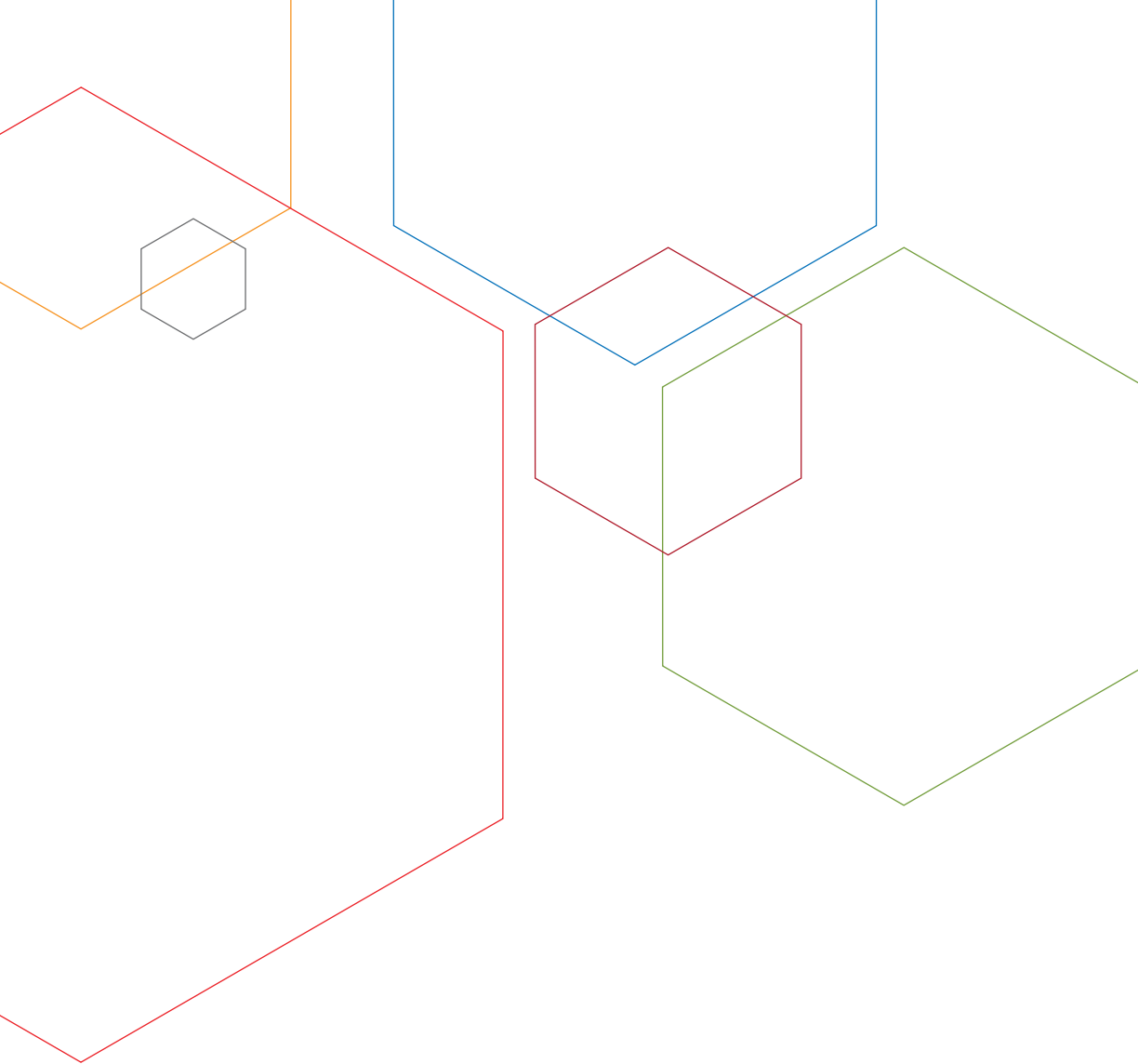
**National Chapters don't focus on just one area of the demand reduction field.** Their membership and their activity should be inclusive and aim to ensure that it reaches those working in or aspiring to work in the fields of prevention, treatment and recovery policy, practice and research.



**National Chapters do not automatically endorse the activities of other organisations working in drug demand reduction who become their members.** The Chapter seeks to promote a dialogue among organisations, institutions, governments and groups working in the field including those from academia, research, policy and practice. Individuals from these groups must share together in order to promote evidence-based approaches, that are of high quality and ethical and which help to develop a professional workforce.







[www.issup.net](http://www.issup.net)

The *International Society of Substance Use Prevention and Treatment Professionals* is a company limited by guarantee, registered in England and Wales at Acre House, 11-15 William Road, London, NW1 3ER. Company number 09980630